

Accountability Committee – Terms of Reference

Approved by: SEAMO Governing Committee	January 20, 2020
Reviewed by: SEAMO N&GD Committee	January 06, 2020
	January 9, 2023
Reviewed: Annually	Page: 1 of 3

1. Role: The Accountability Committee is a subcommittee of the SEAMO Governing Committee that : (1) oversees departmental accountability in the clinical, research and education domains and (2) advises the SEAMO Governing Committee regarding strategic metrics and departmental indicators

2. Responsibilities:

- Negotiate Agreements
 - Reach agreement with all SEAMO-funded departments regarding departmental roles and responsibilities in clinical, education and research domains
 - Recognizes asymmetrical participation in each of the three domains, coupled with transparency and satisfaction that SEAMO’s priorities are met
 - Recommend course of action to assist departments with meeting their agreed upon goals
- Monitor performance
 - Meet yearly with every SEAMO-funded department to review their actual performance against the agreed upon plan
 - Review reports received from SEAMO Management regarding strategic metrics and Departments regarding departmental indicators
 - Consider measures to assist departments in reaching their agreed upon goals
 - Review the effectiveness of metrics and indicators in capturing the work effort in the clinical, education and research domains
 - Revise metrics and indicators when necessary to ensure SEAMO’s mission and strategic goals are met, at the direction of the Governing Committee
- Report to Governing Committee
 - Submit an annual Accountability Report to the Governing Committee, which documents the process and summarizes the agreements
 - Advise Governors of any issues/concerns regarding departmental performance in fulfilling agreed upon roles and responsibilities

3. Membership:

- Shall be comprised of:
 - Eight (8) voting members including:

- Vice Dean Clinical/Medical Director for SEAMO
 - Vice Dean Education
 - Vice Dean Research
 - Member of the Governing Committee, who is a clinician (excluding Department Heads and Hospital representatives)
 - One (1) member-at-large with complementary organizational expertise (e.g. former Department Head)
 - Three (3) members-at-large, who are clinicians (excluding Department Heads)
 - One with recognized expertise in hospital administration
 - One with recognized expertise in medical education (i.e. acknowledged expertise in teaching and/or formal training in medical education)
 - One with recognized expertise in research (i.e. significant track record of external funding and publications)
 - One (1) non-voting member:
 - Vice-Chair, SEAMO
- This is a skills-based committee with members having knowledge about the full range of issues related to the provision of patient care, medical education and the conduct of research. Members must be fair and balanced and have demonstrated knowledge of the deliverables of an Academic Health Sciences Centre.
 - One member of the Accountability Committee will be cross-appointed to the Resources Committee.
 - Recognizing the potential for conflict of interest, members of the committee are expected to discharge their responsibilities in good faith and in the best interests of SEAMO. In conducting the affairs of this committee, members must deal with information received in a manner that respects the confidentiality of the content when that is necessary.

4. Term:

- Aside from the Chair, Vice-Chair of the Governing Committee and Vice-Deans of Education and Research, members are eligible for one three-year term, renewable once. On approval of these Terms of Reference, initial appointments to the Accountability Committee's three (3) members-at-large positions shall be staggered to allow for continuity of membership.

5. Chair

- Shall be the Vice Dean Clinical/Medical Director of SEAMO
- Shall vote only in the event of a tie on a recorded vote

6. Quorum: 50% plus one of the voting members

7. Meetings:

- Members will meet at the call of the Committee Chair
- Several meetings will be held each year
- The majority of meetings will occur between January and April

8. Resources

- Associate Dean Postgraduate Medical Education
- Associate Dean Professional Development
- Associate Dean Undergraduate Medical Education
- Chief of Staff – Kingston Health Sciences Centre
- Vice President Medical and Academic Programs – Providence Care
- Chairs or delegates of relevant committees and/or working groups (i.e. physician wellness, quality improvement, digital health, etc.)

- Executive Director, SEAMO
- Senior Project Manager, SEAMO
- Data Analyst, SEAMO

9. Reporting to: SEAMO Governing Committee